

**SECRET**

19 October 1970

**Minutes of the Third Meeting of the Agency Task Force for Improving,  
Reporting and Reducing Related Paperwork**

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1. The third meeting of the subject Task Force was held on 19 October 1970. [ ] attended as the substitute DD/S representative and [ ] as the substitute DD/I representative. All other regular members were present.
  2. The Chairman reported a question raised by the representative of OMB concerning the extension of the deadline until 30 October 1970 which has now been satisfactorily resolved.
  3. The DD/P and the DD/S representatives reported completion of their inventories. The DD/S&T and DD/I representatives expect to complete their inventories by 21 October 1970.
  4. The development of a savings factor was discussed but a final decision on the method of handling this item was not reached. [ ] reported that after further analysis of the completed inventories a proposed percentage savings factor would be developed which would be forwarded to various representatives or be the subject of another meeting.
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Executive Secretary

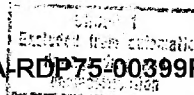
**Distribution:**

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Chairman  
DD/I  
DD/P  
DD/S&T  
DD/S  
IG



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